

Legislative Gift Center Coordinator

The Washington State Legislature is hiring one full time **Legislative Gift Center Coordinator**. This is a “start-up” operation and may require flexible work schedules.

The Legislative Gift Center is a part of the Office of Legislative Facilities under the authority of the Washington House of Representatives and Washington State Senate.

The Coordinator facilitates all aspects of operating the Legislative Gift Center.

DUTIES AND RESPONSIBILITIES

Manages Gift Center Inventory. Determines minimum low stock and re-order guidelines.

Maintains all inventory records. Completes monthly spot inventories and semi-annual complete inventories.

Reconciles and submits reports of cash, inventory control and daily sales totals.

Develops and implements marketing strategies to meet sales and profit goals designed to maintain a self-sustaining store operation.

Schedules, assigns work, coaches and reviews work of retail clerk staff/volunteers.

Experience in creating & managing displays, mail-order sales, and web-based sales.

Completes cash transactions on a regular basis and promotes the Gift Center.

Continually researches new products, and assesses effectiveness of existing Gift Center products offered for sale.

Coordinates the purchase of all Gift Center products consistent with the policies of the Gift Center Oversight Team.

Provides information to Legislative Building visitors as needed.

WORKING CONDITIONS

The person in this position walks and stands on hard surfaces. It requires bending and lifting up to 50 pounds and packing/unpacking large boxes. There is a high noise level occasionally caused by large groups of people.

BENEFITS

This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

MINIMUM QUALIFICATIONS

Three (3) years retail sales experience of which at least Two (2) years included experience in retail management to include knowledge of principles and methods of retail store operation, merchandising, inventory processes, marketing, and recording methods and procedures. Responsibility for scheduling, training, coaching, assignment of work, and review of retail sales clerks. (OR)

Bachelor degree (accredited two or four-year college or university) and one (1) year of retail management experience to include lead work responsibility or coordination of office procedures. (AND)

Competent level of computer skills and experience in MSWORD, EXCEL, ACCESS, and familiar with point-of-sale software and hardware systems.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

Desirable qualifications would include knowledge of the Washington State Legislature.

TO APPLY

Please submit by August 10, 2007

1. Your resume.
2. A letter of interest responding to the requirements in this announcement.
3. A list of references with current phone numbers.

TO:

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**The Washington State Legislature is an Equal Opportunity Employer
Women, Minorities and Persons With Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request**

Opening Date: July 18, 2007
Closing Date: August 10, 2007